

SUPPLEMENTAL JOB DESCRIPTION

Classification: Payroll Officer II
Position Title: Payroll Officer II
Position Number: 14288

Function Code: 6823-077
Date Established: 8/15/88
Date of Last Amendment: 5/15/13

SCOPE OF WORK: To maintain and process all payroll transactions and related benefits and ensure all payroll transactions are correct for bi-weekly check processing. Review E-Leave processes and track bi-weekly signature sheets. Follow up on error conditions and inform supervisor of payroll and leave issues.

ACCOUNTABILITIES:

- Maintain and process all bi-weekly payroll and related benefits using the State of NH payroll software to ensure all tasks are completed before preliminary is run.
- Review transactions in payroll software and ensure all payroll transactions are complete and correct. Including entering or ensuring deduction, leave and Worker's Compensation and LWOP and general ledger codes are done.
- Review and ensure hours worked in stores by full-time and part-time employees are entered into payroll software time card on a weekly basis.
- Resolve payroll and leave issues, by communicating with supervisors, managers, and employees.
- Communicate with Division of Personnel and Bureau of Accounting regarding payroll issues.
- Review Leave transactions to ensure proper approvals are applied.
- Receive and reconcile Worker's Compensation bill, spreadsheet and forward to Financial Reporting Administrator.
- Run payroll batches (reports), combines batches, and verify for payroll processing
- Respond to and resolve payroll and leave inquiries.
- Recommend enhancements and improvements to in-house payroll system. Review office operations documentation.
- Assist supervisor with special projects or reports. Makes recommendations to ensure efficient flow of work.
- Train temporary payroll staff on rules, procedures, and processes.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college with a major in business administration, accounting, human resources, or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in human resources, auditing, business or accounting with at least two years in a payroll section. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

SPECIAL REQUIREMENTS: For appointment consideration, Payroll Officer II applicants must successfully participate in a written examination measuring possession of knowledge, skills, and abilities identified as necessary for satisfactory job performance by this class specification.

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURE:

The above is an accurate description of my position.

Employee's Name & Signature

Date Reviewed

Supervisor's Name & Title: Supervisor I #14280 Kathleen Martin

Supervisor's Signature

Jennifer J. Elberfeld

Date Reviewed

5/15/13

Division of Personnel

Date Reviewed